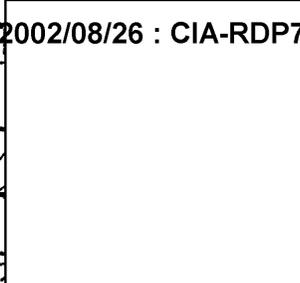


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Chief, Management Staff

Chief, O&M Staff (ED/I Area)



[Signature]
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18 October 1956

file -

Work Report Week Ending 17 October 1956.

Accomplishments

1. 16-1035, Increase in Native T/O of [redacted] to step up monitoring because of the increased tension in the Middle East. Completed.

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Assignments Active This Week

- 2. Project 6-45, OCR Space Study - At request of ED/I an analysis of overcrowding in OCR and appropriate recommendations for improvement. [redacted] (ED/A-DE/I, 17 October)
- 3. Project 6-43, Personnel Records Survey, Phase II - Study of State Dept. Systems and Previous Systems Used in DE/P. [redacted] (5 November)
- 4. 16-1046, Request for ELINT T/O Increase for OSI and ASO. [redacted] (1 November)
- 5. Project 5-46, Preparation of Statements of Mission and Functions of the CIA ELINT Staff Officer and other Agency participants in the ELINT Program. [redacted] (ELINT Staff Officer, 1 November)
- 6. Project 6-24, Survey of Procedures for Insuring that Separating Employees Conclude All Business with CIA Prior to Separation. [redacted] (ED/S, 15 Nov.)
- 7. Project 6-55, Reorganization of Acquisitions Branch, CIA Library. [redacted] (15 December)
- 8. Project 6-56, Study of Workload Procedures, Layout and Equipment of Acquisitions Branch, CIA Library (CIA Librarian). [redacted] (15 November)
- 9. Suggestion No. 2521, Use of Chain Envelopes for Disseminating Documents from Acquisitions Branch, CIA Library. [redacted] (1 November)
- 10. Application of Electronic Computers in ED/I. [redacted] (31 December)

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Assignments Inactive This Week

- 11. Suggestion No. 2548, Change in Name of North Atlantic Treaty Organization. [redacted] (26 October)

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12. Project 6-54, Examination of Proposed GRR Reorganization. [] (AD/RR, 31 December)

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25X1A9A 13. Examination of Organization and Functions of Photo Intelligence Division, GRR. [] (1 January)

14. Assistance to DD/I in Reduction of T/O and Ceiling and Necessary Related Realignments. (Asst. to the DD/I (Admin)) [] (1 Jan.)

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15. Manpower Utilization, Combination of BR/OCR-RI. [] (AD/S, 1 Nov.)

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Training

16. Effective Writing - 4 hours []

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25X1 ANA Office Management Conference and National Business Machines Show - 16 hours [] 14 hours []

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ASPA Lecture on Budget and Fiscal Policy - 2 hours []

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